



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.state.mt.us
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

October 1, 2004

To: OPI MASS Representatives

From: Madalyn Quinlan, Chief of Staff

Subject: Summary of OPI Activities for October 2004

Greetings! Welcome to the start of a new school year. Here is a summary of the current activities at the Office of Public Instruction for October 2004. This summary can also be found at www.opi.state.mt.us/MASSUpdates/. If you would like to be added to a Listserv to receive the Summary of OPI Activities each month, please register at <http://www.opi.state.mt.us/regforms/OPIActivities/>.

Office of the State Superintendent

Highlights of State Superintendent Linda McCulloch's Activities for September 2004:

- Visited schools in Laurel, Red Lodge, Billings, Great Falls and Hardin as part of her Yellow School Bus Tours
- Attended the monthly meeting of the Land Board, Ed Forum, Board of Regents, Heritage Project Board of Directors, School Renewal Commission, Board of Public Education and Board of Education
- Addressed the P-20 meeting in Helena
- Delivered a welcome address to the annual GEARUP conference
- Appeared on the "Berg In The Morning" radio show
- Presented certificates of appreciation to mentor volunteers involved in the Child Advancement Project (CAP) within the Bozeman Schools
- Attended the 75th Anniversary celebration for MSU-Northern in Havre
- Spoke to members attending the annual State PTA convention in Billings
- Welcomed high school and elementary students to the first day of school in Boulder
- Taped the television show "Aging Horizons" discussing parent and community involvement in schools
- Greeted Helena Middle School students on their first day of school

OPI Parents' Webpage

On October 4, State Superintendent Linda McCulloch launched an OPI webpage for parents. The OPI Parents' Page (www.opi.state.mt.us/parents) was created to help parents more easily find information about K-12 public education in Montana and to be responsive to the issues that are important to parents and their students. The types of information available to parents on the OPI website are:

- A section to help your child **Getting Started** in school.

- Many children have **Special Needs** and parents need to know resources and organizations that can help.
- **Health and safety** is always front and center for parents and schools.
- **No Child Left Behind** can often leave parents with more questions than answers. This section helps guide parents on the federal law and Montana implementation.
- **Testing** guidelines and tips for students that may calm both parent and student fears.
- **Reading** is fundamental for students to be successful and this section offers resources and tips for parents and students to read together.
- **The Homework** section offers a hotline for that assignment that seems impossible to do.
- **Resources, Resources, Resources...** Not sure who to call at OPI, or where to find information about public education? This section summarizes some handy websites that can help.
- **The Career and College** section offers links to Montana and national resources to help high school students think about their future.

OPI Contact: Jan Lombardi, 406-444-1641 or jlombardi@state.mt.us.

Indian Education Summit: October 15-16, 2004

Superintendent Linda McCulloch is hosting an Indian Education Summit – A Call to Action on October 15-16, 2004 in Helena. Participants will share their expertise and ideas to create an action plan that addresses the challenges facing American Indian students in Montana. Invitations to the Summit have been sent to educators and leaders from across the state to help close the achievement gap for American Indian students and make Indian Education for All a reality. If you have questions about the Indian Education Summit, please call Deputy Superintendent Bud Williams at 444-5643 or budwilliams@state.mt.us or Anne Pichette at 444-3559 or anpichette@state.mt.us.

State Superintendent Presents Stipends to Five Montana Teachers

At a ceremony in the Governor's Reception Room in the Capitol on October 1, Governor Martz and State Superintendent Linda McCulloch honored Montana teachers who are candidates for and recipients of have national board certification from the National Board of Professional Teaching Standards. Twelve Montana teachers have completed the application process in the past year and are awaiting the results from the National Board. Five Montana teachers achieved national certification in November 2003. State Superintendent McCulloch presented each of the five teachers with a \$3000 stipend to recognize their achievements. The recipients were:

- Carol Anin, elementary school teacher, Meadowlark Elementary, Billings
- Kris Keup, high school teacher, Billings Senior High
- Carolyn Thayer, high school teacher, Billings Senior High
- Jamie Garvey, elementary school teacher, West Elementary, Laurel
- Terry Thall, art specialist, Great Falls Public Schools

Montana K-12 Public School Renewal Commission

On September 15, 2004, Lt. Governor Karl Ohs and Board of Public Education Chairman Kirk Miller presented the preliminary *Findings and Recommendations* of the School Renewal Commission to the Education and Local Government Interim Committee. These preliminary findings can be found at

<http://www.discoveringmontana.com/gov2/content/boards/renewal/statementsfinal091504.pdf>.

The Commission has contracted with Dori Nielson, Ed D. to write the Commission's Final Report. It is expected to be completed in mid-November and will be posted on the School Renewal Commission's website at <http://www.discoveringmontana.com/gov2/css/boards/renewal/default.asp>. Contact: Loran Frazier, Education Policy Advisor, Office of the Governor, at 406-444-5665 or lofrazier@state.mt.us. OPI Contact: Madalyn Quinlan, mquinlan@state.mt.us or 406-444-3168.

November Board of Public Education Meeting

The Board of Public Education will hold its next regular meeting in Helena on November 4-5, 2004, at the Board of Investments building, 2401 Colonial Drive, third floor. Agenda items from the Office of Public Instruction include the following information items: the Superintendent's Report, a No Child Left Behind Update, the Annual Renewal Units Report, and a License Surrender report. Action items include Accreditation issues. Contacts are Board of Public Education Executive Secretary Steve Meloy (406) 444-0300 or Deputy Superintendent Bud Williams (406) 444-7325.

Directory of Montana Schools is Available

The 2004-2005 Directory of Montana Schools is posted on the OPI Web page at www.opi.state.mt.us/Directory/. Also, printed copies are available from:

Allegra Print & Imaging
40 W Lawrence St, Suite E
Helena, MT 59601-5083
(406) 449-2847
Fax: (406) 449-7860
\$9.75 per copy (includes shipping and handling)

Reminder: Annual Data Collection Reports Due to OPI on October 26

Each year in October, school districts in Montana submit information to the Office of Public Instruction through the Annual Data Collection (ADC). Through the ADC reporting process, OPI collects essential information from school districts on school personnel and teaching assignments, district calendars, disaggregated enrollment and attendance, non-public school enrollment, dropout data, numbers of gifted students, and numbers of Limited English Proficient students. Please remember that the ADC reports are due to the Office of Public Instruction by October 26, 2004.

OPI has created video-on-demand training for completing the ADC that you can watch from your computer at your convenience. The video training is available at <http://www.opi.state.mt.us/adc/Index.html>. If you do not already have QuickTime software on your computer, you will need to download QuickTime to view the video training. Instructions are provided on the OPI website for accessing the video training. OPI Contact: Karen Richem, 444-2420 or krichem@state.mt.us.

Board of Public Education Revises Administrative Rule on Student Records Transfer

The Board of Public Education has adopted amendments to its Student Records rule - ARM 10.55.909. The rule is effective July 24, 2004. This amendment was necessary to comply with the NCLB requirement for transfer of disciplinary records. The new rule can be found on the OPI website at <http://www.opi.state.mt.us/arm/>.

Assessment

The September 2004 issue of **JUMP, the OPI online assessment newsletter**, is online at <http://www.opi.state.mt.us/PDF/Assessment/Newsletters/Sept04AssessNews.pdf>. The JUMP newsletter contains important information about upcoming training opportunities, bar coding of student demographic information for the 2005 CRT, release of test items, shipment of test results to schools, and use of the iAnalyze data management tool. Please make sure that your district test coordinator reviews the JUMP newsletter. OPI Contact: Judy Snow, 444-3656, jsnow@state.mt.us.

Montana Schools to Participate in the National Assessment of Educational Progress

Over 460 Montana schools will participate in the National Assessment of Educational Progress (NAEP) between January 24 and March 4, 2005. These assessments are vital to measuring the academic skills and progress of the students in our nation and in our state.

NAEP will assess students in grades 4, 8 and 12 in reading, math and science. This is a good opportunity for Montana to demonstrate the high achievement level of our students and the excellent work of our teachers. NAEP is mandated by Congress to conduct state assessments in reading and math in grades 4 and 8. This requirement stipulates participation in all states and school districts that receive Title I funding. It is important that we all work together to meet this requirement to ensure that schools receive their federal funds. Schools and Principals will be contacted during the month of October to identify a coordinator and receive materials about the assessment process. If you have any questions regarding NAEP, please contact Donna O'Neill at 406-444-0793, or by e-mail at doneill@state.mt.us. For more information, go to the NAEP website at <http://nces.ed.gov/nationsreportcard/participation2005.asp>.

School Budgeting and Accounting

October 4 Enrollment Count

The Fall Enrollment Count date is Monday, October 4, 2004. Students enrolled in the district must be reported to OPI. Information about counting enrolled students for ANB and instructions for entering the report on the MAEFAIRS electronic system are posted at: <http://www.opi.state.mt.us/SchoolFinance/Enrollment.html>. Enrollment reports must be submitted no later than October 14, 2004. Remember to send a copy of your submitted report to your county superintendent. OPI Contact: Tal Redpath, (406) 444-3024 or redpath@state.mt.us.

"10 Day Rule"

A district may not count a student as enrolled if that student has been absent, with or without excuse, for 11 consecutive school days immediately preceding and including the official count date (October 4, 2004). Even if the student has not missed 10 days as of the count date, a district cannot count the student if: 1) the student has enrolled in another district; OR 2) the district has received notice verbally or in writing that the student will no longer be attending; OR 3) the student had records transferred to another school; OR 4) the student is otherwise unable to continue attendance (death, detention, etc.) (ARM 10.20.102) OPI Contact: Tal Redpath, (406) 444-3024 or redpath@state.mt.us.

New Clerk Training Scheduled for November

The Montana Association of School Business Officials (MASBO) will hold a training session for

new district clerks on November 16 and 17, 2004, in Helena. Any interested clerks, superintendents, or county superintendents are encouraged to attend. There is a charge for the workshop. Registration materials: <http://www.masbo.com/New%20Clerk%20Brochure%20-%20Apr%202004.pdf>. Contact: Lynda Brannon, Executive Director of MASBO, (406) 442-5599 or masbo@in-tch.com.

FY 2004-05 Bus Route Forms

TR-1 Bus Route Forms are due to the County Superintendent by October 1 and to OPI by October 15. Forms were pre-filled with last year's bus information and posted at <http://www.metnet.state.mt.us/schoolfinance/0000D9D9-80000007/00017A9B-80000007/01702F40-006AD19D-01702F47?WasRead=1>. Blank forms are under <http://www.opi.state.mt.us/PupilTransport/index.html>. An optional OPI form (TR-2) is available to help track students on each route, <http://www.opi.state.mt.us/pdf/pupiltransport/TR-2.pdf>. OPI Contact: Maxine Mougeot, (406) 444-3096 or mmougeot@state.mt.us.

Career, Technical and Adult Education

ASVAB – Armed Forces Vocational Aptitude Battery

For high school juniors and seniors, making decisions about their future after high school can often be complicated and challenging. Teachers and counselors will need to help provide them with resources to inform them about the opportunities that await them and ways they can make the best possible decisions. Ultimately, each high school student will need to embark on that journey from high school into the world of work and career.

The **ASVAB Career Exploration Program** can help student make these big decisions. The ASVAB, used by hundreds of thousands of high school students in over 14,000 schools nationwide is one of the most widely used and highly regarded career development programs in the world. This program is provided free of charge to schools and students. The ASVAB consists of eight tests and takes about 3 hours to complete. Career Counselors can use the scores to help students explore potential careers in both the military and civilian worlds of work.

If you are interested in this free assessment tool, contact Richard Railson, Education Services Specialist, Butte MEPS, 22 West Park Street, Butte, MT 59701, Phone: (800) 323-0513, (406) 723-9276 or via email butess@mepcom.army.mil.

Accreditation Division

Accreditation Accountability Specialist

Margaret Bowles recently accepted OPI's Accreditation Accountability Specialist position. This position will link federal programs to the statewide accreditation, assessment, and accountability for continuous school improvement. Margaret will assist districts by:

- Conducting research on local assessment practices
- Using data to identify effective program improvement models
- Supporting districts in the implementation and evaluation of their 5 Year Comprehensive Plan
- Analyzing data on student achievement
- Analyzing data related to educator learning needs

OPI Contact mbowles@state.mt.us or (406) 444-0716

Small Rural Schools: Federal Awards

At the end of September, OPI received word from the U.S. Department of Education that all Small Rural School Achievement (SRSA) Grant Award Notifications have been mailed to LEAs by the Department. If your district is eligible for an SRS grant, the LEA should be receiving the notification letter very soon. Check your mail carefully. In the past, districts have reported throwing out the notice because it “looks” like routine junk mail. According to an email we received, state allocation spreadsheets will also be posted to the SRSA website at: <http://www.ed.gov/programs/reapsrsa/awards.html>.

Reminders about your SRS award:

- The SRS grant is administered by the U.S. Department of Education, not the Office of Public Instruction;
- Access to SRS funds is through the e-payment program on the U.S. Department of Education website using your individual school district DUNS number;
- SRS grant funds are to be used for activities aligned to one or more of the following Title programs:
 - Title I, Part A
 - Title II, Part A or Part D
 - Title III
 - Title IV, Part A or B
 - Title V, Part A
- Districts are required to follow the guidance of the Title program to which they align the use of the SRS grant funds;
- Districts account for the use of funds to the U.S. Department of Education.

If you have any questions, please contact Peggy Azure, SEA REAP Coordinator at 444-0466 or pazure@state.mt.us.

Reaching the Top: Gifted Education Workshops

The Office of Public Instruction, in conjunction with the School Administrators of Montana and the Association for Gifted and Talented Education, is hosting a one-day workshop in Gifted Education at six locations across Montana from November 3-11. The purpose is for teams from school districts to learn how to build a framework for identifying and serving the needs of K-12 gifted students. An announcement and registration form can be found at <http://www.opi.state.mt.us/pdf/gifted/GiftedWorkshops.pdf>. The cost of the workshop is \$45/administrator and \$30 for each additional team member. The fee includes lunch and a copy of Karen Roger's book, *Reforming Gifted Education*. Six renewal credits are available for this workshop. Please register by October 22. OPI Contact: Kathleen Mollohan, 444-4317, or kathym@state.mt.us.

Food for the Mind Project

The Office of Public Instruction, in partnership with Montana State University-Bozeman Team Nutrition project, Eat Right Montana, and the Montana State Reading Council developed the Food for the Mind project for K-3 classrooms to promote reading between parents and children, using nutrition and physical activity as the topic areas. The project supports Superintendent McCulloch's READ Montana! initiative. It also supports the public health initiative to reduce childhood obesity. It also strives to engage parents with their children's school, and increases family knowledge about the importance of reading, healthy eating and physical activity.

The kindergarten through grade three classroom boxes include two book bags, books on health, nutrition and fitness topics, a teacher booklet, two books for the teacher, and student consumable packages. A limited number of Food for the Mind classroom boxes are available on a first-come basis. For information or to register for the Food for the Mind project, please contact

June Atkins, Literacy Specialist, (406) 444-3664 or e-mail, jatkins@state.mt.us or Monique Webb, project assistant, (406) 444-9864 or e-mail, mowebb@state.mt.us.

Reading Conferences

- The 2004 Montana State Reading Conference, Literacy: An Ever-Changing Journey will be held at the Heritage Inn, Great Falls, Montana, October 21-22. Pam Robbins, will be a keynote speaker and featured presenter. The title of her presentation is "Leave No Child Behind: Teaching with the Brain in Mind." Among other featured speakers are Susan Barton, founder of Bright Solutions for Dyslexia; George Gonzales, professor in the field of bilingual education and ESL; Christopher Paolini, a Montana author of *Eragon*; Coleen Salley, author of *Why Epossumonds Has No Hair on His Tail*. Preregistration deadline is October 7, 2004. For information contact June Atkins at (406) 444-3664, E-mail jatkins@state.mt.us, Nancy McManus at (406) 225-3810 or (406) 256-9792, E-mail mcmanusn@billings.k12.mt.us or websites www.montanareads.org
- International Reading Conference (IRA), Celebration 50 Years of Literacy Leadership, will be held in San Antonio, Texas, May 1-5, 2005. Contact June Atkins for information or <http://www.reading.org>

Presidential Freedom Scholarships

Seventy Montana high school juniors and seniors were recipients of the 2004 Presidential Freedom Scholarships. The program, sponsored by the Corporation for National and Community Service, recognizes high school juniors and seniors for their outstanding leadership and commitment to community service with a \$1,000 scholarship for college. Each high school and Boys and Girls Club of America had the opportunity to select up to two recipients. These awards recognize outstanding service and citizenship initiatives by the students and provide an opportunity to acknowledge student's leadership skills. Administered by Learn and Serve America at the Corporation, the scholarship provides \$500 in Federal funds, matched with \$500 from a community organization or business obtained for the student by his or her high school or Boys and Girls Club. Winners must have completed at least 100 hours of community service, either through a school-based service-learning program or independently through service at a nonprofit or faith-based organization. The Presidential Freedom Scholarship is intended to reward and encourage service activities that have a significant impact in meeting the needs of local communities.

All high school guidance counselors will receive a booklet with application information and certification forms from the Corporation for National and Community Service in the winter of 2005. Only high school personnel can certify which two students from their school are selected to receive this national honor. Although the application packets and submission deadline for 2005 are not yet available, students can start the process contacting the guidance counselors about the program and the selection process and by documenting their service projects and hours in preparation for applying for the scholarship. OPI Contact: June Atkins at (406) 444-3664, jatkins@state.mt.us, or <http://www.nationalservice.org/scholarships/aboutstudents.html>.

The Prudential Spirit of Community Awards

The Prudential Spirit of Community Awards program, the nation's largest and most prestigious youth recognition program based exclusively on volunteer community service, is accepting applications from students for the 2005 awards. These awards, presented nationwide by Prudential Financial, Inc. in partnership with the National Association of Secondary School Principals (NASSP), honor outstanding community service by young people in grades 5 through 12. Applications forms for the 2005 awards are available at www.prudential.com/spirit or by

calling toll-free 888-450-9961. Students must submit completed applications by October 29, 2004. Two awardees – one high school student and one middle school student – will be chosen from each state. State Honorees will be named in February 2005, and each will receive a \$1,000 award and an all-expense-paid trip to Washington, with a parent for four days of national recognition events from April 30 to May 3, 2005.

Health Enhancement and Safety Division

- Coordinated School Health

Student Surveys

Recently many Montana schools have received materials promoting student and teacher surveys. The promotional materials from commercial vendors imply that federal law requires the schools to conduct student and teacher surveys. Please be aware that this is not true.

Federal law, specifically, the No Child Left Behind Act, requires only that if a school conducts a student survey then the school must comply with other federal laws that place restrictions on how such surveys can be conducted. These other federal laws are the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). In its Title IV-A Safe and Drug-Free School provisions, the No Child Left Behind Act does include a requirement that schools that receive SDFS funding must comply with the “principles of effectiveness” and it is true that these principles include the need to conduct an assessment of the drug and violence problem in the school and community. However, the assessment does not need to be a student survey. The assessment can be performed in a variety of other ways, such as disciplinary reports or other records kept by the school.

Remember, no school is required to conduct a student survey under either federal or state law. Should a school wish to conduct a student survey as a part of its assessment of the alcohol and violence problems in the school and community, Montana schools can take advantage of two complementary and free surveys – the Youth Risk Behavior Survey (YRBS) sponsored through the Office of Public Instruction every odd-numbered year, and the Prevention Needs Assessment (PNA) sponsored by the state health department every even-numbered year. In fact, the registration packet for the February 2005 YRBS is being sent to schools October 1, 2004. Both the YRBS and the PNA are conducted as voluntary and anonymous surveys in full compliance with applicable federal laws.

If schools have questions about student surveys, please call Office of Public Instruction staff Susan Court (444-3178), Cathy Kendall (444-0829) or Rick Chiotti (444-1963).

2005 Youth Risk Behavior Survey (YRBS) Registration

Registration is underway for the 2005 Youth Risk Behavior Survey with registration packets being delivered to schools October 1. The survey represents the self-reported health risk behaviors of students in grades 7-12 in six areas of concern – intentional and unintentional injury, tobacco use, alcohol and other drug use, sexual behaviors, nutrition and dietary behaviors, and physical activity. The registration form and self-addressed return envelope are included in the packet – registration deadline is November 30, 2004. OPI contact: Susan Court, 406-444-3178 or scourt@state.mt.us.

Montana School Guidelines for Identification and Reporting Child Abuse and Neglect

The 2004-2005 edition of the guidelines for reporting child abuse and neglect are available from the Montana Department of Public Health and Human Services (MDPHHS). New to the handbook this year is a section on educational neglect and truancy. Page 8 of the handbook

explains the differences between failure to enroll a child in school (educational neglect) and chronic and unexcused absence (truancy). Free copies of the handbook can be obtained from your county Child and Family Services Office. You can access the handbook via DPHHS at http://www.dphhs.state.mt.us/about_us/divisions/child_family_services/publications/new_direction_in_reporting.htm. DPHHS Contact: Samantha Walsh, Child Protective Services, DPHHS (406) 444-1483 or swalsh@state.mt.us.

School Discipline Data Collection

The electronic application for reporting school discipline data is now open. Ongoing data entry may be performed through the school year – the application will close on June 30, 2005. You must log onto the application with user names and passwords supplied by the OPI in June 2004. A live video training broadcast was conducted on September 29, and the broadcast can be viewed on the web using QuickTime software, which can be downloaded from any OPI Web page. In addition, there is another Video-On-Demand of step-by-step instructions on the data reporting process. This walks the viewer through every step from accessing the application to submitting the data to the OPI. (This also requires QuickTime software for viewing.) The instruction manual can be downloaded from the same web page. This is a very large document and it is recommended that the document be downloaded to your C: drive before attempting to open or print. The web address for all of these resources is:

<http://www.opi.state.mt.us/streamer/SchoolDiscipline/index.html>. If you have problems viewing the available videos, contact the Internet Services Support Desk at 406-444-1626. If you have problems with your user name or password, contact the OPI Help Desk at 444-3448. If you have any other questions about the school discipline data collection, contact Marion Erp at 444-1951 or Pat Reichert at 444-4430.

Update - DEQ Inventory of School Laboratory Chemicals

Response to DEQ's school lab survey has been outstanding. In August, DEQ's Hazardous Waste Section (HWS) sent surveys to 408 Montana middle and high schools. The final cut-off date for submittal was September 27, and, to date, over 160 schools have responded (a 40% response rate). Survey results will be compiled into a final report. The compilation report and other relevant information on school lab chemicals will be presented at the MEA-MFT Conference in Helena -- 12:00-2:50 on Oct 21st at Helena High School. Additionally, this information will be available to attendees of the MCEL Conference in Billings -- see the DEQ Booth, Children's Environmental Health Network.

The HWS is teaming-up with DEQ's Business & Community Assistance Program (BCAP) to determine future actions. Anticipated steps include: 1) forming partnerships with other state agencies and outside interested parties, 2) providing outreach materials and training for teachers and administrators on management and disposal of school lab chemicals, 3) communicating with schools to determine assistance needs for lab chemical disposal, and 4) mapping a long-range plan for conducting school lab clean-outs.

Questions and/or comments can be directed to Becky Holmes with DEQ's Hazardous Waste Program at 444-2876, Rholmes@state.mt.us or Bonnie Rouse of DEQ's Business & Community Assistance Program at 1-800-433-8773, Brouse@state.mt.us.

▪ School Nutrition Program

Breakfast Start-up Grants available!

School Nutrition Programs is offering school districts \$1,500 for each new school that starts a School Breakfast Program during the 2004-05 school year. If your school has been considering this program, now is a great time to start. School Nutrition Programs will send out the

application for the grants as soon as the funds become available. OPI Contact: School Nutrition Programs, (406) 444-2501

Foodservice Manager Trainings

Foodservice manager trainings provide something for both new and experienced foodservice personnel. Topics include what to expect during a review, requirements for your program, tips and tricks for filling out paperwork, and a chance to exchange ideas with others. The half-day trainings will be held from 9am-12:30pm on October 21 in Billings and Bozeman, and on October 22 in Missoula and Great Falls. Registration is required. For more information or to sign up for a session, contact School Nutrition Programs, (406) 444-2501.

Clarification of Free and Reduced Price Disclosure Agreement

School Nutrition Programs monitors the collection and use of free and reduced price eligibility information. School districts may use this information for other purposes, including No Child Left Behind reporting requirements and standardized tests, provided that the official disclosure agreement is signed and understood.

As allowed by Section 9(b)(2)(C)(iv) of Public Law 103-448 schools may disclose, without consent, children's names and eligibility status for free or reduced-price meals or free milk to persons directly connected with the administration or enforcement of state education programs provided the programs are administered by a state agency or local education agency. A child's name, grade, and free and reduced price eligibility information may be released in to authorized school officials for purposes required by the No Child Left Behind Act, including reporting disaggregated enrollment and attendance information. The updated "Disclosure of Student Eligibility" and the "Disclosure Agreement Form" are available on the School Nutrition Programs website: www.opi.state.mt.us/schoolfood/index.html under the "Regulations & Policies" pull-down menu. The direct links are <http://www.opi.state.mt.us/pdf/schoolfood/DisclosureAgree.pdf> and <http://www.opi.state.mt.us/pdf/schoolfood/DisclosureAgreementFRM.pdf>. The disclosure agreement must be signed and kept on file for determining officials to release the free and reduced price information. OPI Contact: School Nutrition Programs, (406) 444-2501.

Changes in School Nutrition Programs Due to Reauthorization

Some changes to be aware of this year:

- Schools are required to complete verification of free and reduced price applications by December 15, 2004.
- Schools must submit the Summary of Verification form (to be distributed soon) to the School Nutrition Programs office by February 15, 2005.
- Schools do not need to submit additional information to qualify for the Severe Need Breakfast reimbursement. Determinations will be made by School Nutrition Programs, and if eligible, schools will automatically receive the higher reimbursement rate for the School Breakfast Program.
- New categorically eligible populations for free lunches include migrant, homeless, and runaway children.

Reach Your Peak! National School Lunch Week (NSLW) is October 11-15, 2004

The American School Food Service Association has put together a great website to help foodservice managers make the most of the annual NSLW. The theme this year is "Reach Your Peak with School Lunch." The website has menus, activities, a brochure, logos (graphics), and a public relations toolkit: <http://www.asfsa.org/meetingsandevents/nslw/>. OPI Contact: Team Nutrition Programs, (406) 994-5641 or School Nutrition Programs, (406) 444-2501.

NEW! Nutrition \$EN\$E Toolkit

This toolkit, (available electronically on the School Nutrition Programs website, www.opi.state.mt.us/schoolfood/index.html or by contacting the Team Nutrition office), provides a variety of information to assist schools in being successful at selling healthful foods and beverages in student-run stores. Much of the information provided is based on lessons learned in Montana schools Nutrition \$EN\$E projects. OPI Contact: Team Nutrition Programs, (406) 994-5641 or School Nutrition Programs, (406) 444-2501

Eat to Be Fit Handouts

This series of 12 handouts are designed to reach middle and high school age students, and assist teachers in teaching nutrition to this age group. Available in black and white or color, the handouts will be posted on the School Nutrition Programs website www.opi.state.mt.us/schoolfood/index.html, and will also be available through the Team Nutrition office. OPI Contact: Katie Bark, Team Nutrition Program, (406) 994-5641, kbark@state.mt.us

Introduction to HACCP: A Plan for Serving Safe Foods in Schools

As a result of the 2004 Federal Reauthorization Act, all school nutrition programs will be required to implement a HACCP (Hazard Analysis and Critical Control Points) system for food safety. HACCP is a foodservice plan used to enhance food safety and prevent food borne illness. To help schools meet this new federal requirement, the Team Nutrition Program is offering two regional workshops. One will be held November 12, 2004 in Billings. The second will be held in the spring in Great Falls, with the date to be announced. The workshop is free. Registration is required by November 10, 2004. Contact: Debi Miller, Team Nutrition Program, (406) 994-5641, demiller@state.mt.us

Guidelines for School Beverage Partnerships

The National Association of Secondary School Principals has created guidelines for school beverage partnerships. This document details common-sense recommendations for managing beverages in the school. For more information: National Association of Secondary School Principals, http://nasspcms.principals.org/s_nassp/index.asp. Type "beverage partnerships" into the website's SEARCH box

Nickelodeon Let's Just Play Grant Program

The Let's Just Play Grants Program provides support to create or expand opportunities for physical play in K-9 schools and after-school community-based organizations throughout the U.S. Approximately 25 to 50 grants will be awarded with awards ranging from \$5,000 to \$10,000. The application deadline is November 1, 2004. For more information: Nickelodeon Public Affairs Department, (212) 846-4333, <http://www.healthinschools.org/grants/ops167.asp>

▪ HIV/AIDS/STD Program

The following **HIV/AIDS Trainings** will be held in Billings at the Billings Administration Building from 8:30 am to 2:30 pm:

- **October 26** HIV/AIDS Peer Educator Development training for middle and high school students enabling them to become peer educators in the area of HIV/AIDS prevention education.
- **November 18** HIV/AIDS I Teacher Training
- **January 20, 2005** HIV/AIDS II Teacher Training

To register, contact Susan Court at 406-444-3178 or scourt@state.mt.us

ERIC: Education Literature On-line

The Education Resources Information Center (ERIC), sponsored by the Department of Education's Institute of Education Sciences (IES) contains a huge database of journal and non-journal education literature. The new ERIC online system was released this month. It includes a centralized ERIC website for searching the ERIC bibliographic database of more than 1.1 million citations going back to 1966. Effective October 1, more than 107,000 full-text non-journal documents (issued 1993-2004), previously available through fee-based services only, will be available for free. You can visit the new website at http://www.eric.ed.gov/ERICWebPortal/Home.portal?nfpb=true&pageLabel=Home_page

National Student Mock Election

Your district and your students are invited to participate in the 2004 National Student Parent Mock Election (America's largest voter education project) again this year. On Thursday, October 28, millions of students across the United States will be casting ballots in a major event designed to demonstrate the power of participation in the democratic process. You and your school/district are urged to sign up and participate along with other Montana schools in this project sponsored by the School Administrators of Montana.

The purpose of the National Student Mock Election program is to promote one of the liberties of a democratic society. It allows students to experience the validity of the national choice associated with voting and become connected to the process. We are encouraging folks in the state of Montana to actively participate and follow the voting results.

An ongoing tally system will automatically record individual and group votes as they roll in throughout the day. You may go to the East Helena Public Schools Web Page at <http://www.ehps.k12.mt.us/evmshp/agostinelli/vote/vote.html> throughout the day to view the instantaneous results of the voting for that time by selecting the results button from the above opening screen. For emergency contacts from 8:30 till 4:30 on October 28th you may call 406-227-7755 for assistance. Students and staff will be available to assist. Signing up and voting is easy. To register contact Darrell Rud, State Coordinator, National Student Parent Mock Election, at samdr@sammt.org or call 406-442-2510.

Art Mobile of Montana

Schedule an Art Mobile visit and experience an interactive presentation addressing an exhibit of quality, original, contemporary Montana artists' works, and discussion about the arts. A variety of art lessons are available after the presentation, taught by a professional art educator. Teacher workshops may be scheduled while the Art Mobile is on site. The exhibit beginning in September 2004 includes a variety of media, techniques, and styles, with some touchable artworks. Call 406 683-2999 or email scolburn@bmt.net for questions or scheduling.

Developing Financial Literacy in High School Students

The Center for Student Credit Card Education, Inc. has developed credit card literacy materials for high school teachers. A copy of the publication *The ABC's of Credit Card Finance: Essential Facts for Students* is posted on the OPI Website at <http://www.opi.state.mt.us/PDF/Superintendent/CreditCardEssen.pdf> Additional materials are available from the Center at www.cscce.com. To find out more about the Center for Student Credit Card Education, contact Carol Carolan, Ph.D at Ccarolan@CSCCE.com, Center for Student Credit Card Education, Inc., PO Box 18, Burlingame, CA 94011-0018, Telephone: (650) 347-3327, Fax: (650) 585-9477

The Basics of Building Commissioning

The Building Commissioning Association in cooperation with the Montana Department of Environmental Quality and the Idaho Department of Water Resources, Energy Division is sponsoring a seminar on *The Basics of Building Commissioning*. This seminar is an opportunity for K12 school administrators, business officials and others to gain a better understanding of the process and benefits of commissioning school facilities by one of the nation's leading authorities on building commissioning. A look at the process, basics and benefits of building commissioning for those who are responsible for buildings that work the day you open the doors and continue to perform throughout the life of the building. Also, the seminar will look at the process, basics and benefits of commissioning existing buildings to improve and sustain their total performance.

Tuesday, October 19, 2004

Holiday Inn, Helena,

22 N. Last Chance Gulch

10:00 am - 3:00 pm

Registration is \$15 and lunch is provided

If you are responsible for bringing new facilities on line or bringing existing buildings up to speed with current operating requirements, you will benefit from this seminar.

About the Instructor: John Heinz is one of the nation's leading authorities on building commissioning, co-author of "The Building Commissioning Handbook" and currently serves as the professional affairs office for the Building Commissioning Association. For more than 30 years, he served in various facilities management positions at the University of Washington, including, Plant Maintenance Officer, Director of the Physical Plant Department, and Director of Engineering.

To register [on-line](http://www.bcx.org/events/index.shtm), click on <http://www.bcx.org/events/index.shtm>. DEQ Contact: Toby Benson, Program Coordinator, Air, Energy & Pollution Prevention Bureau, MT-Department of Environmental Quality, Ph: (406) 841-5231 or <mailto:tbenson@state.mt.us>